

GENERAL INFORMATION FOR ALL HYPNOTIST APPLICANTS

Submit all applications for certification by examination in typewritten form or clearly printed, answering each question on the application as accurately as possible. Include with the application any additional required documentation and a check or money order in the appropriate fee amount made payable to the Professional Licensing Agency.

State Fees Schedule:

Application for Certification \$100.00
Renewal of Certification \$100.00
Reinstatement (penalty fee for delinquent renewal) \$ 50.00
Duplicate of Certification (Wall Certificate) \$ 10.00
Letter of Verification of Certification \$ 10.00

Examination Fee:

Cost of Certifying Examination \$ 75.00

- In accordance with 844 IAC 12-4-2, it is the responsibility of the applicant and/or certificate holder to notify the committee of any changes in name or address in writing within thirty (30) days of the change. Failure to receive notification of renewal due to failure to notify the committee of a change of address or name shall not constitute an error on the part of the committee, board, or bureau, nor shall it exonerate or otherwise excuse the certificate holder from renewing such certification.

- Applicants should allow 30-120 days for the processing and review of their application. It is illegal to practice as a Hypnotist or Hypnotherapist during this processing time until your application has been approved and the certifying examination has been passed.

- **There is no longer a “grandparent” provision for certification; ALL APPROVED APPLICANTS WILL BE REQUIRED TO TAKE AND PASS THE CERTIFYING EXAMINATION.**

- Applications will not be reviewed until the Committee office receives all the required documentation. If your file is incomplete due to missing documentation, you will be notified by mail regarding the status of your file one (1) week to ten (10) days prior to the next scheduled meeting.

- An individual who applies for a certificate as a hypnotist must present satisfactory evidence to the committee that the individual:

1. does not have a conviction for a crime that has a direct bearing on the individual's ability to practice competently;
2. has not been the subject of disciplinary action by a licensing or certification agency of another state or jurisdiction on the grounds that the individual was not able to practice as a hypnotist without endangering the public; and
3. has *completed at least five hundred (500) classroom hours of hypnotism education* from an Indiana school or program of hypnotism that is approved by the Indiana Commission on Proprietary Education (COPE) or from any other state approved school or program that is found *by COPE* to have requirements as stringent as necessary for the commission's approval of an Indiana school or program of hypnotism; **OR** has had *at least ten (10) years of continued experience in hypnotism*; **OR** has *completed before July 1, 1997, a course in hypnotism from a state approved school that included less than three hundred (300) classroom hours.*

Please note:

- To find out if a school is approved by COPE or by the state in which it is located, you need to contact that school directly.
- A classroom hour may not be less than a fifty (50) minute period of instruction with both the instructor and student in attendance. Classroom instruction does not include videotape correspondence courses or other forms of electronic presentation.

Indiana Commission on Proprietary Education
302 W. Washington St., Rm. E201
Indianapolis, IN 46204-2767
317-232-1320
In-State Toll Free: 1-800-227-5695
Fax: 317-233-4219
E-mail: cope@cpe.state.in.us

- In order to assist the staff in the processing of your certification, do not telephone regarding the approval/denial of your application. Letters regarding the approval or denial of an application will be mailed from our office approximately ten (10) to fourteen (14) days following the Committee meeting. Information concerning an application file will only be given to the applicant in written form. Information will not be given by telephone or facsimile.

- All pending files (incomplete) shall be closed after six (6) months, at which time reapplication will be necessary.

- **Applications and documentation will not be returned to you. Fees are not refundable.**

• PLEASE BE ADVISED THAT ALL APPLICATIONS ARE REVIEWED BY THE INDIANA HYPNOTIST COMMITTEE AT THEIR SCHEDULED COMMITTEE MEETINGS; THEY ARE NOT APPROVED OR DENIED BY HEALTH PROFESSIONS BUREAU STAFF. YOUR APPLICATION MUST BE COMPLETE IN STAFF OFFICE AT LEAST 3 BUSINESS DAYS PRIOR TO THE SCHEDULED COMMITTEE MEETINGS OR IT WILL BE HELD OVER TO THE NEXT SCHEDULED COMMITTEE MEETING.

• For further information regarding the Committee, including its meeting schedule, a listing of current Committee members, Hypnotism applications and the Statutes and Rules relating to certification in the field of Hypnotism, please visit the Committee web site at <http://www.in.gov/pla/bandc/ihc/>.

APPLICATION GUIDELINES FOR HYPNOTIST CERTIFICATION

Applicants must submit the following:

1. Completed application and \$100.00 application fee.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. An official (certified) transcript of grades or notarized diploma from a state-approved school or program (high school, GED, or higher) from which the applicant obtained his or her degree that shows that the applicant has met all requirements for graduation.
4. A notarized copy of a certificate of completion of the applicant's graduation from an approved school or program of hypnosis that meets the standards set by the committee. This certificate of completion should indicate how many classroom hours of hypnotism education the applicant has attained and if the school or program is a state approved school or program. If more than one (1) school or program was attended, please submit certificates of completion from each one attended. If you have at least ten (10) years of continued experience in hypnotism, you must submit a notarized affidavit stating how many years of experience in practicing hypnotism you actually have acquired, type(s) of training, etc.
5. If you answered "yes" to any questions on page 2 of your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.
6. Verification of state licensure must be completed by every state where you hold or have held a license or certification to practice any regulated health occupation. This form needs to be submitted to the Indiana Hypnotist Committee by the state in which you hold or have held a license or certification.

EXAMINATION INFORMATION

Once your application is approved, you will receive an approval letter that gives you the date you are scheduled to take the certifying examination and a list of study guides. You will then be required to submit \$75.00, which is the certifying examination fee. Approximately ten (10) days prior to the examination, you will be issued a registration card for entrance into the testing site. Without this card and a photo ID, you will not be allowed to sit for the examination.

The certifying examination is a three (3) hour examination consisting of 200 multiple-choice and true/false questions.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

Your Social Security Number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

PROFESSIONAL LICENSING AGENCY

If you have questions concerning the application process, please call 317-234-2051, e-mail at Pla6@pla.IN.gov or visit our website at <http://www.in.gov/pla/bandc/ihc/>.

If you have any changes to the information you provided during the application process or after you are licensed (i.e. name change, address) be advised that it is your responsibility to update that information with the Health Professions Bureau. To update your name, you must submit proof of change (marriage certificate, legal name change court document, divorce decree) by mail or fax, 317- 233-4236. To update your address, you may submit this information by mail, fax, e-mail at pla6@pla.IN.gov or by calling 317-234-2051.

LIST OF STUDY GUIDES/BOOKS

In Preparation for the Indiana Hypnotist Examination for Certification

Hypnosis and Behavior Modification: Imagery Conditioning, William S. Kroger, M.D., William D. Feziler, Ph.D. J.B. Lippincott Company 1987. Library of Congress Card number 76-20586

Hypnotherapeutic Techniques, Watkin, Ph.D. Irvington Publishers, Inc., 1987

Hypnotherapy, Dave Elman. Westwood Publishing Company 1970

Relaxation Response, Herbert Benson, M.D. William Morrow and Company, Inc. 1975

Miracles on Demand, Charles Tebbetts. Westwood Publishing Company 1987

Hypnosis, Is it For You?, Lewis R. Wolberg, M.D., Dembner Books 1982

Analytical Hypnotherapy, E. A. Barnett, M.D. Westwood Publishing Company 1989

Childbirth with Hypnosis, William S. Kroger, M.D. Westwood Publishing Company 1961

Clinical and Experimental Hypnosis, William S. Kroger, M.D. J.B. Lippincott Company 1963

Visualization and Guide Imagery and Pain Management, R. D. Longacre. Kendall/Huny Publishing company 1995

Self Hypnosis and Other Mind-Expanding Techniques, Charles Tibbetts. Westwood Publishing Company 1982

Hypnosis New Tool in Nursing Practice, Edited by Gil Boyne. Westwood Publishing Company 1982

Suggestive Therapeutics and Hypnotism, Herbert A. Parkyn, M.D. Wilshire Publishing Company 1958

Unlock Your Mind and Be Free, Edgar A. Barnett, M.D. Westwood Publishing Company, 1979

Hypnotherapy an Exploratory Casebook, Milton H. Erickson, Ernest L. Rosse. Irvington Publishers 1979

Transforming Therapy, Gil Boyne. Westwood Publishing Company 1989

The Art of Hypnotherapy, Roy Hunter. Kendall N. Hunt Publishing Company 1995

Clinical and Experimental Hypnosis in Medicine, Dentistry and Psychology, William S. Kroger, M.D. J.B. Lippincott Company 1977

Mind-Body Therapy, Idodynamic Healing in Hypnosis, Ernest Lawrence and David B. Cheek. W.W. Norton & Company 1988

Clinical Hypnosis: Principles and Applications, Second Edition, Harold B. Crasilneck, Ph. D., James A. Hall, MD. Grune & Stratton, Inc.

Therapeutic Trances, The Cooperation Principle in Ericksonian Hypnotherapy, Stephen G. Gilligan, Ph.D. Brunner/Mazel Publishers 1987

Practical Clinical Hypnosis, Techniques and Applications, Robert G. Meyer. Lexington Books 1992

Hypnotic Induction and Suggestion, D. Corydon Hammond, Ph.D., ABPH. 1998

Hypnotic Realities, The Induction of Clinical Hypnosis and Form of Indirect Suggestion, Milton Erickson, Ernest Rosse, Shelia Rossi. Irvington Publishers, Inc. 1976

Trancework, An Introduction to the Practice of Clinical Hypnosis, Michael D. Yapko, Ph.D. Brunner/Mazel Publishers 1990

The Handbook of Clinical Hypnosis, Edited by Judith Rhue, Steven Jay Lynn, Irving Kirsch. American Psychological Association 1993